



Deputy Operations Director Job Description

Title: Deputy Operations Director

Reports to: Operations Director

Overview:

The Democratic Party of Virginia's 2021 Coordinated Campaign is seeking a highly detail-oriented and passionate Deputy Operations Director to assist in the management of the Virginia Turnout Project's operational systems and logistics implementation. The ideal applicant has previous campaign experience, preferably in Operations, thrives in fast-paced work environments, and is committed to helping elect progressive candidates. This position is full-time and based in Crystal City, Virginia.

Responsibilities:

- Manage the day-to-day logistics and administration for a significant portion of the field team by managing multiple operations projects, including tracking and procuring supplies, equipment, volunteer supporter housing, and office leases to ensure priorities are executed across the commonwealth.
- Assist DPVA and VTP staff in running payroll and managing other HR processes.
- Address operations issues and needs from staff in a timely manner.
- Perform other duties as needed.

Required Skills, Abilities, and Experience:

- Passion for working for and electing Democratic candidates;
- Minimum of 2 years / cycles in political, advocacy, administrative work, and / or operations;
- Excellent relational skills: friendly, diplomatic, patient disposition;
- Attention to detail and well organized;
- Time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines;
- Willingness and ability to work outside of normal business hours;
- Flexible, adaptable, and solutions-oriented;
- Proficient in Google Suite and NGP/VAN

Timeline:

Please be sure to apply **no later than July 31st** in order to be considered. For any questions please contact blake@virginiaturnout.org. This position is expected to conclude after Election Day 2021.

To apply, please complete the following form: [LINK](#)



We are committed to diversity among our staff, and recognize that our continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. We are an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. We will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.